

2018 Annual Town Meeting & Budget Timeline

Please note that some of the dates provided below are an estimation and may change. Please call the Town Manager's office at 508-497-9700 with questions.

For your convenience, references to relevant state laws, local bylaws, Town Charter and policies are also included.

September 12, 2017	Town Manager gains consensus on budget timeline with Board of Selectmen, Appropriations Committee and School Committee. (Charter § 7-2(a)) Board of Selectmen issue Budget Message.
September 15, 2017	Finance Director distributes budget and capital materials.
October 1, 2017	Deadline for establishing and issuing budget schedule (Charter § 7-2(a))
November 3, 2017	Capital budgets due to Town Manager
November 13, 2017	Ten year capital plans from Town, School and CPC due to CIC. Town and School capital requests due to CPC.
November 17, 2017	Department Heads submit budget requests to Town Manager.
December, 2017	Town officials and multiple member bodies may submit <i>conceptual or draft</i> warrant articles to Town Counsel for review and comment (BOS policy).
December 5, 2017	Board of Selectmen discuss its own potential articles, including any General Bylaw changes.
December 18, 2017	CIC & CPC complete capital hearings and submit to Town Manager.
December 19, 2017	Board of Selectmen vote to open the ATM warrant on January 7, 2018 (or before). Board of Selectmen discuss its own potential articles, including any General Bylaw changes.
January 2, 2018	ATM Warrant opens. Submission of proposed warrant articles begins.
January 12, 2018	School Committee submits budget request to Town Manager

January 16, 2018	<p>Town Manager submits draft budget and capital plan to Board of Selectmen.</p> <p>Board of Selectmen conduct budget and capital hearings.</p> <p>Board of Selectmen review its own ATM articles.</p>
January 30, 2018	<p>Board of Selectmen budget and capital hearings.</p> <p>Board of Selectmen review its own ATM articles, and vote to submit into warrant.</p>
February 6, 2018	<p>ATM Warrant closes (90 days before ATM, Charter § 2-3).</p> <ul style="list-style-type: none"> ● All petitions for warrant articles submitted to Town Clerk for signature confirmation. ● Town Manager refers all appropriation articles to Appropriations Committee. ● Board of Selectmen refers voter petitions to Board of Registrars (MGL c.39 § 10). ● Board of Selectmen refers all zoning articles to Planning Bd. within 14 days (MGL c.40A § 5).
February 12, 2018 <i>(moved to Feb. 26)</i>	<p>Planning Board public hearing on zoning articles (date scheduled by Planning Board, Bylaws § 210-153; MGL c.40A § 5)</p>
February 12, 2018 <i>(moved to March)</i>	<p>Public Forum - General Bylaw articles submitted into Warrant, hosted by those proposing the General Bylaw articles</p>
February 13, 2018	<p>Draft ATM Warrant to Town Counsel</p>
February 13, 2018	<p>Board of Selectmen budget and capital hearings.</p> <p>Board of Selectmen finalize its own ATM articles.</p>
<p><i>Feb. 19-23 School Vacation</i></p>	
February 27, 2018	<p>Board of Selectmen adopts budget and submits to Appropriations Committee.</p>
March 13, 2018	<p>Draft ATM Warrant to Board of Selectmen for review.</p> <p>Working session with Department Heads - Non-financial Warrant articles, as needed.</p> <p>Board of Selectmen take positions on Warrant articles</p>
March 27, 2018	<p>Final ATM Warrant and Draft Motions for Board of Selectmen review.</p>

	Board of Selectmen take positions on Warrant articles.
April 2, 2018	Last day to file nomination papers for town election (MGL c.53 § 7, 49 days prior to election).
April 5, 2018	Appropriations Committee issues Town Meeting recommendations (At least 14 days before ATM, Charter § 7-2(b))
April 10, 2018	Board of Selectmen finalize ballot questions. Board of Selectmen review Draft Motions.
<i>Apr. 16-20 Boston Marathon; April Vacation</i>	
April 16, 2018	Deadline for final written notice of any ballot questions to be submitted to the Town Clerk (35 days before annual town election, MGL c.54 § 42C).
April 17, 2018	Last day to register to vote for the Annual Town Meeting and Annual Town Election (20 days before Town Meeting/Election M.G.L. c. 51 § 1F).
April 19, 2018	Deadline for submission of powerpoint presentations for ATM
April 23, 2018	Town Report made available (14 days before ATM, Charter § 3-1(f)).
April 23-27, 2018	Moderator's Meeting: Review of final motions and meeting process with Town Counsel, BOS Chair, Moderator, Appropriation Committee Chair, Town Manager, Director of Land Use & Town Operations, School Committee Chair, School Superintendent, Finance Director, Town Clerk.
April 24, 2018	Board of Selectmen sign ATM Warrant Board of Selectmen finalize Motions. Board of Selectmen discuss its town meeting presentations
April 27, 2018	Combined Election and Warrant posted at least 8 days before ATM (Bylaws § 47-1; MGL c.39 §§ 9A, 10). Note: 8 days is on Sunday, April 29, which is moved to the Friday before. Motions Document completed by Town Counsel.
May 7, 2018	Annual Town Meeting (First Monday in May, Bylaws § 47-2)
May 21, 2018	Annual Town Election (3rd Monday in May, Bylaws § 47-2)

